

Managing for Excellence (MFE) Certification Fact Sheet

If you are a manager responsible for producing results in environments influenced by rapid social, technological, staffing, and political changes, the Managing for Excellence (MFE) certification may be for you. Please review the program fact sheet below.

Am I Eligible?

To be eligible to apply for the MFE Certification offered by the WV Division of Personnel-OHRD, you must be an executive, supervisor, or manager in WV State Government who has **completed** Components I, II and III of [Supervisor/Manager Training Program \(DOP Policy 18\)](#).

How Do I Apply?

Interested applicants who meet the eligibility requirements noted above must complete the following process to be considered for the certification program.

1. Complete and submit the MFE Certification Application
2. Provide a letter from the candidate's supervisor/manager supporting the pursuit of the certification

How Long Does the Program Take?

Eighteen months

What are the Basic Components of the Program?

The MFE Certification includes three multi-day face-to-face classes, a graded Individual Performance Improvement (IPI) project that includes outside reading and required coaching hours. Candidates must successfully complete **ALL** components/assignments to receive the certification.

Breakdown of Required Hours

- **Training (54 hrs.)** of face-to-face training

Program	Days	When	Where
MFE I	3 Days	Beginning of program	Canaan Valley Resort
MFE II	3 Days	Approximately 9 months into program	WVSTC Charleston
MFE III	3 Days	Approximately 18 months into program	State Park

- **IPI (30 hrs.)** Candidates will identify a current performance gap or strategic opportunity that is challenging their team, division, or organization and use that issue to build a comprehensive strategy and implementation plan. Through a combination of course work, coaching sessions, out of class reading assignments, and peer-to-peer learning, candidates will develop and implement these plans to improve their team's performance and build their personal cases.

Online Coaching Sessions

- A **minimum of six (6)** online coaching sessions are required as part of the IPIP project. These online coaching sessions are designed to: help transfer knowledge acquired from course sessions, identify personal performance improvement projects, deepen individual learning, and create feedback loops. Additionally, candidates will enhance their unique leadership style and create a personal action plan for ongoing development.

Outside Readings

- Participants will be asked to complete a **minimum of four (4) hours** of readings related to their topic. These readings will be conducted in-between coaching sessions and participants will be asked to report out about the readings in the online coaching sessions.

Case Design and Implementation

- Based on classwork, coaching, and readings, participants will develop, implement, and document the process and results of their IPIP. This will take a **minimum of twenty (20) hours of work** and include the creation of a final portfolio which will be presented at the MFE III session.

Do I Have to Travel?

At least two of the trainings will be held at different locations around the state (typically at a state park). Please review the Managing for Excellence Application for specific details to determine what your travel requirements would be.